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Security Information

Chief, Printing & Reproduction Division

Chief, General Services Office

Analysis of Monthly Production Reports

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NO CHANGE in Class. ☒  
☐ DECLASSIFIED  
Class. CHANGED TO TS S C  
DDA Memo. 4 APR 53  
Auth: DDA REG. 77/1703  
Date: 29/03/53 By: 008

1. Attached hereto is a working paper showing the combined totals on production standards, regular production and overtime production for the months of February and March 1953. It is requested that you review the figures and submit, not later than 20 April, revised unit production standards for consideration and approval.

2. It appears from the statistics that the standards in the following processes warrant an upward revision, namely photostat, multilith, composing, proofreading and editing. In the absence of detailed information, it appears that the standards on the following processes are too high: Davidson and Offset. However, any upward or downward revision must be supported by detailed information and facts.

3. Please note on the linotype overtime production there were 96 man-hours worked at the rate of time and one-half, or approximately \$4.00 per hour. This means that 54 pages of production by overtime cost approximately \$7.10 per page.

4. Also, it appears that the letterpress overtime production cost approximately \$2.40 per 100 impressions.

5. Please take immediate action on this and during the interim you should discuss any facts or figures with [REDACTED] prior to the submission of revised standards. 25X1A9a

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Enclosure:

1. Working paper referred to in par. 1.

FILE: Chrono  
Printing & Reproduction Monthly Report file.  
Reproduction file - general

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